



Renting the Community Recreation & Event Center or the Public Hall

Where are the facilities located?

Whitestown Municipal Complex
6210 Veterans Drive
Whitestown, IN 46075
(1-mile East of the I-65 Exit 130)

Are outside caterers permitted?

Yes. They must be inspected and approved by the Boone County Health Department. [Please note that prepared food can be served from our kitchen, but food may not be “prepared” in our kitchen as it is not licensed. We do have microwave ovens available for heating and limited refrigerator space.](#)

Is the service of alcohol allowed during an event at the Whitestown Municipal Complex facilities? Yes. You must have all required permits to serve alcohol, including a temporary beer and wine permit from the [Indiana Alcohol & Tobacco Commission \(ATC\): www.in.gov/atc/2409.htm](http://www.in.gov/atc/2409.htm)

Rental Fees

Recreation and Event Center (Gym)

- Regular Event:
 - Whitestown Residents: \$150 for the first 2 hours plus \$50/hour for every additional hour
 - Non-Residents: \$200 for the first 2 hours plus \$75/hour for every additional hour
 - Boone County Not-for-Profit Organizations may use the facility for free as long as they provide a 501c3 along with proof of a Boone County address.

Public Hall

- Regular Event:
 - Whitestown Residents: \$150 for the first 2 hours plus \$50/hour for every additional hour
 - Non-Residents: \$200 for the first 2 hours plus \$75/hour for every additional hour
 - Boone County Not-for-Profit Organizations may use the facility for free if they provide a 501c3 along with proof of a Boone County address.
 - **No birthday parties, receptions, or any events with food are permitted in the Public Hall without prior approval from management.**

Renting the Full Building

- Regular Event:
 - Whitestown Residents: \$350 for the first two hours plus \$120/hour for every additional hour
 - Non-residents: \$400 for the first two hours plus \$150/hour for every additional hour
 - Boone County Not-for-Profit Organizations may use the facility for free as long as they provide a 501c3 along with proof of a Boone County address.

Security

- Security is required if alcohol is being served and/or there are more than 40 people attending the event.
 - Security: An additional \$140 for the first four hours plus an additional \$35/hour for every additional hour
 - Management withholds the right to waive the need for security.

Equipment: Tables, Chairs, Pipe & Drape and A/V Fees

- Tables and Chairs
 - 1 round table plus 8 Chairs – \$15/set
 - 1 buffet table (no chairs) – \$6/table
- Pipe and Drape – \$10 for each 10 ft. section
- A/V (Projector, screen, microphone, PA system, etc.) – included in the standard rental fee
- Boone County not-for-profits are exempt from equipment rental fees.

Contracts, Invoicing and Payment

Multi-Event Contracts

- Long term contracts (6 months or more) can be paid monthly after the usage of the facility.
- Contracts signed for less than 6 months will need to be paid in full before the usage of the facility.

One-Time (Single) Event Contracts

- Contracts must be signed, and invoices must be paid in full before the usage of the facility.
 - **Contract and deposit fee must be approved before the rental is secured.**
 - **Payments must be made with check or money order only, NO CASH. If the event is less than thirty days away from the date of payment, only certified checks and money orders will only be accepted.**

Deposit Fee

- A deposit for damages and cleaning will consist of \$100 plus ½ of the rental fee.
 - Maximum deposit \$300
- The deposit fee will be paid in a payment separate from the facility rental fees.
- The deposit will be reimbursed after the event if there are no damages.
 - Please allow up to 30 days for the processing of payment.

If you have any questions, please send an email to: facilityrental@whitestown.in.gov